OVERVIEW

Model risk assessments (School Operations and School Premises) and supporting guidance on operating procedures has been developed for maintained schools and settings in consultation with our Trade Union colleagues and relevant service areas. Each maintained setting should undertake their own risk assessment following this format – Cumbria County Council, as the employer in the above settings will support and guide Governing Bodies and School Leaders to manage a planned and safe gradual return to school but recognise that local decisions to open or not **MUST** follow a risk based approach appropriate to the resources and capacity of each individual setting. Other types of schools are welcome to use these models to help their own planning and risk assessment approach but must ensure that they prioritise their own employer's health and safety management procedures.

This document is a template to be used to help Governing Bodies and Head teachers develop and tailor a site-specific risk assessment in relation to COVID-19. Below is a list of potential of hazards within our premises and the recommended control measures which apply to the majority of settings to aim to help you manage risks to the lowest possible level. Control shown follow current available guidance and best practice

Head teachers/ Governing Bodies are responsible for monitoring the advice and guidance available, ensuring Risk Assessments and Safe Working Practices are updated where applicable and cascaded through to employees. They must ensure that compliance is monitored and any emerging issues addressed appropriately.

You should refer to the CCC guidance provided to accompany this model as well as referenced national guidance – **PLEASE NOTE**: that your risk assessments should outline **YOUR** agreed control measures following your local planning processes – Any additional control measures you identify are required should be added to the additional controls column, along with who is responsible and a timescale.

All employees working within the premises should receive site specific information on the controls implemented within their workplaces.

Help and Support is available with the development of your risk assessment through The County Council's Corporate Health and Safety Team
healthandsafety@cumbria.gov.uk

Please note that the Local Authority liaising with contractors working on its behalf to ensure that they are undertaking effective liaison with occupiers **BEFORE** attending site – Contractors asked to provide key information in relation to how they are managing infection control.

This risk assessment refers to current national guidance and is listed at the end of this document and within accompanying guidance

Cumbria County Council – MODEL COVID-19 SCHOOLS OPERATIONS RISK ASSESSMENT

RA Reference	Version 1.2	Activity Description	COVID-19 - Infection Prevention and Control – SCHOOL OPERATIONS
Assessment Date	MAY 2020	Assessor Name	Sue Lingard & Cath Gosson-Low
Assessment Team Members	Sue Lingard & Cath Gosson-Low	Planned Review Date	29/5/2020
Location	Hayton CE Primary	Number Of People Exposed	39/174 children 20/30 adults
Overall Residual Risk Level following implementation of effective control measures	8 – Medium risk Given the current Public Health information it remains likely that COVID-19 will continue to spread although for the majority of persons effects will be of minor severity	People Exposed	All Employees Pupils Visitors Contractors Members of the public Vulnerable Children/ Adults Persons with pre-existing medical conditions First Aiders New/ Expectant Mothers
Assessment Last Updated	29/5/2020	Is this an acceptable risk?	Yes/ No

Hazard Description and How are people at risk	Current Control Measures (Those that are in place)	Potential Risk	Additional Control Measures (To be identified and implemented)	Action Details by Whom By When	Residual Risk
Hazards in relation to staffing and daily operation Lack of supervision/ management of groups to comply with current guidance Unable to maintain staffing levels due to infection or isolation Child or young person requiring 121 support	Staff report prior to coming into school if they are experiencing any of the following symptoms: **A high temperature, a new continuous cough loss of taste or smell** Staffing plan in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities required. – Ratios based on appropriate risk assessment. Timings of arrivals, lessons and activities in place Parents/carers not allowed in the school unless absolutely necessary and appointment made with Head teacher All offsite school activities suspended All staff responsible for ensuring that they are fit and well to attend work.	**10 Medium Risk** L5XS2	All staff to be advised that they must inform their manager if they or anyone in their household have been advised to self-isolate, before entering the workplace An information poster highlighting the symptoms of COVID19		**8 - Medium Risk** L4x S2

SEND/ Behaviour Management Issues To prevent ill health/ injury	All staff adhere to any instructions, advice, guidance and site rules provided to them. PHE COVID-19 Testing guidance communicated to staff Staff responsible for ensuring that they are up to date with their own routine immunisations Pupils – Individual healthcare plans in place for pupils who require them. Pupils - Separate individual risk assessment/ healthcare / behaviour management plans and external support accessed where required to determine if the child or young person can safely attend where 121 care or support is not available for them Referrals made to occupational health as appropriate Employees advised of and offered vaccination cover **(as this becomes available and appropriate)** Pupil/staff cohorts remain together at all times Social distancing limits occupancy in offices and staff rooms – staff instructed to remain with cohort/groups and not mix with others Outside spaces used for learning where possible Outdoor equipment – taken out of use with access prevented by means of suitable barriers - **OR** Outdoor equipment cleaned regularly, before and after use and between groups. Local school specific risk assessments will identify additional control measures to be followed to prevent cross contamination and infection e.g. Cleaning/ Kitchen RAs Absence/self-isolation cases due to COVID 19 (suspected or confirmed) must be reported via the normal reporting procedures Normal absence and wellbeing reporting procedures followed Normal pre-employment procedures followed.		is placed throughout the premises. Ongoing communications (posters, emails, inductions, briefing, toolbox talks) has been provided to all employees and/or regular visitors		
Hazards in relation to lack of cleaning/ hygiene/ waste management	Staff and pupils instructed to wash their hands upon entry to buildings and frequently thereafter. Supplies of hand sanitiser available at entrance points and where there are no sinks.	**10 - Medium Risk**	Pupil allergies identified where applicable	Headteacher	**8 - Medium Risk** L4 x S2

Inadequate cleaning and hygiene processes	Hand hygiene procedures widely promoted and adhered to with provision/ promotion of the use of sanitising hand gel (60-70% alcohol) as required for those without easy access to suitable handwashing facilities. Sufficient handwashing facilities are available sinks, soap and towels Regular cleaning and disinfection of surface that are touched more frequently Drinking fountains taken out of use Suitable signage and visual instructions displayed as required When delivering personal/intimate care, staff will wear the normal PPE required as detailed in individual healthcare plan	L5 x S2	Ongoing and regular reminders - promotion of developing national guidance in relation to COVID-19		
Transport and Travel Reducing the risk of infection	Safe transport guidance promoted to staff and parents Protocols in place for drop off and pick up All offsite school activities suspended A Transport risk assessment is available for SEND children Transport providers will follow appropriate controls as highlighted in their code of practice	**10 - Medium Risk** L5 x S2	Where possible staff should avoid/limit the use of public transport. If this is unavoidable Government guidance is that you need to use a face covering		**8 - Medium Risk** L4x S2
Hazards in relation to pupil and staff wellbeing and mental health Preventing ill health due to anxiety and work related stress	School Stress Risk Assessment in place Where staff report work related issues – individual stress risk assessment will be carried out in line with HSE guidance Staff will be referred to occupational health as early as possible Good communication measure in place and maintained with staff All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with exiting school policy. Pupils -	**10 - Medium Risk** L5 x S2	The Local Authority have produced the following guidance Coronavirus – getting back to school Supporting emotional wellbeing and learning		**8 - Medium Risk** L4x S2
Hazards in relation to staff deemed high risk due to underlying or pre-	Those staff who are at a higher risk due to their underlying or pre-existing health conditions and have been prescribed medication, should where possible carry their prescribed medication with them at all times	**10 - Medium Risk**	If the person cannot undertake their normal duties contact your HR		**8 - Medium Risk** L4x S2

existing health conditions Pregnancy, Asthma etc.	Staff who have shielding letters must not attend school	L5 x S2	provider to discuss any reasonable adjustments		
Hazards in relation to managing incidents and emergencies First Aid/ Accidents/ Incidents/ Emergencies Staff or pupil becoming unwell with COVID-19 symptoms whilst on site	Suitable follow-up procedures to be taken following potential infection exposure incidents. (in line with current Public Health England and updated HSE RIDDOR guidance circulated to Schools) Suitable first aid First aid kits in place – updated to include (where already not supplied) IIR surgical masks and rubber gloves, hand sanitisers for close contact first aid treatment At least one person with a paediatric first aid certificate will be premises at all times when children are present School Emergency Plan/ crisis management plans in place All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with exiting school policy.	**10 - Medium Risk** L5 x S2	Any first aid certificate that expired on or after the 16th March and cannot access requalification training because of coronavirus may qualify for a 3 month extension up until the 16th June		**8 - Medium Risk** L4x S2
Hazards in relation to eating and safe welfare facilities	Timings in place to ensure safe management of break and lunchtimes Adequate welfare facilities provided for all staff and pupils Staff and pupils reminded to wash hands before and after eating.	**10 - Medium Risk** L5 x S2	Staff to be encouraged to remain on site during lunch breaks. Where this is not possible staff are reminded to maintain social distancing whilst off site		**8 - Medium Risk** L4x S2
Hazards due to the lack of suitable PPE Where carrying out close personal care tasks and physical restraint and unable to maintain 2m social distancing measures.	Staff and pupils to be fit/well to attend setting Local risk assessments/ individual healthcare plans/ behaviour management plans reviewed and followed to identify PPE requirements in line with current guidance PPE to be fit for purpose/ approved specification Where PPE/ RPE provided staff provided with training and instruction in its use. Local compliance to be monitored by Head teachers as far as reasonably practicable Guidance provided to staff in relation to the use and wearing of their own face coverings	**10 - Medium Risk** L5 x S2	Telephone ordering process in place for weekly supplies of PPE 0800 783 1967		**8 - Medium Risk** L4x S2

Assessment Conclusion	Providing the stated control measures are implemented and adhered to the risk of contracting most viral infections can reduce to a manageable level in normal circumstances. Compliance with this risk assessment should be monitored and reviewed to ensure control measures remain effective.

Links to Guidance

Staff, Pupils and Others

Those who are clinically vulnerable, or are living with someone who is, should follow protective measures guidance.

Implementing protective measures in education and childcare settings
Conducting a SEND risk assessment during the Coronavirus outbreak
Guidance on hand cleaning

Kids life skills – self-care- going to the toilet

Education, health and care needs assessments and plans: guidance on temporary legislative changes relating to coronavirus (COVID-19)

Personal Protective Equipment - PPE
PHE guidance to putting on and removing (Donning and Doffing) PPE

Travel

Safer travel guidance for passengers

		Severity/ Outcome				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Most Severe
Likelihood	**5** **Very Likely**	5 Low Risk	10 Medium Risk	15 High Risk	20 High Risk	25 High Risk
	4 **Likely**	4 Low Risk	8 Medium Risk	12 Medium Risk	16 High Risk	20 High Risk
	3 **Possible**	3 Low Risk	6 Medium Risk	9 Medium Risk	12 Medium Risk	15 High Risk
	2 **Unlikely**	2 Low Risk	4 Low Risk	6 Medium Risk	8 Medium Risk	10 Medium Risk
	1 **Very Unlikely**	1 Low Risk	2 Low Risk	3 Low Risk	4 Low Risk	5 Low Risk